

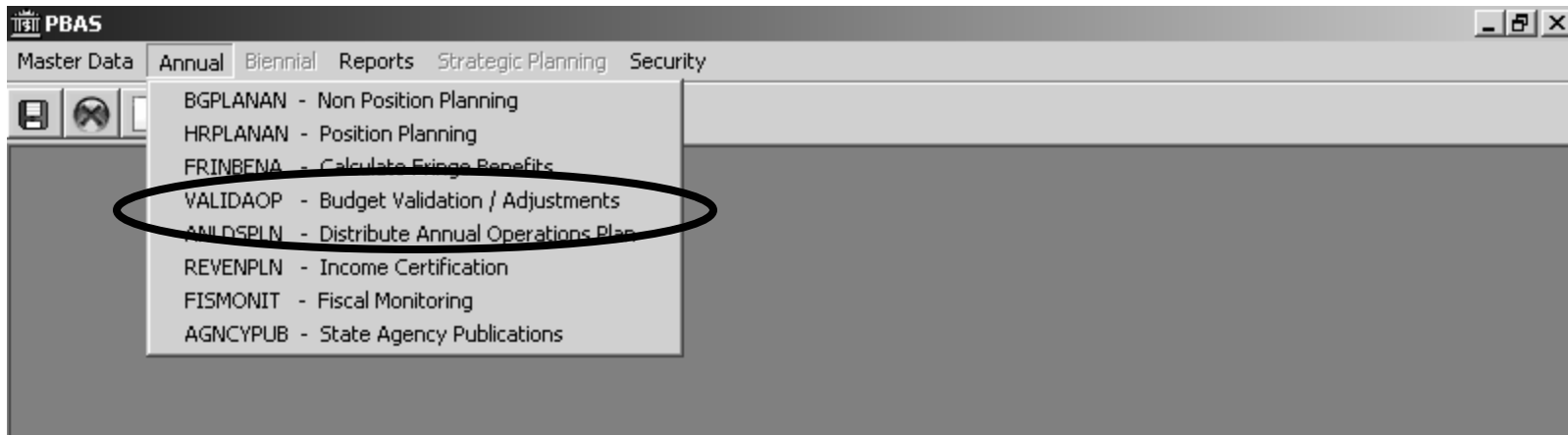


AN AASIS SUPPORT CENTER TRAINING GUIDE

PBAS Annual Operations Plan Validation, Distribution, and Documentation

Validate Annual Plan

- You can use the *Validate Annual Plan* screen to check your plan against the authorized amount.
- The validation screen can be checked at any time to see the difference between your plan and the authorized amount.
- The difference should not be a negative amount unless the agency has a cash letter, miscellaneous federal grant, budget classification transfer, or pending pay plan that will increase the amount budgeted.
- Adjustments will be made by DFA – Office of Budget prior to finalizing the *Annual Operating Plan* and turning in final documents.



From the *Annual* menu, choose *Budget Validation / Adjustments*.

Enter Business Area, Version 1A, and Fiscal Year 2007.

PBAS - [Validate Annual Operations Plan]

Master Data Annual Biennial Reports Strategic Planning Security

Validate Annual Operations Plan

Business Area: 0
Version: 0
Fiscal Year: 2000
Validate PBB: ☐

View the *Authorized Amount*, the *AOP Amount*, and the *Difference* for each Funds Center/ Fund/ Commitment item combination.

Functional Area	Funds Center	Fund	Commitment Item	Authorized Appropriation	AOP Amount	D
HHS	B84	1630100	5020002	\$50,000	\$50,000	
HHS	361	BAA0100	5010003	\$10,572,908	\$127,341	\$10,
HHS	361	BAA0100	5020002	\$7,245,726	\$37,717	\$7,
HHS	361	BAA0100	5050009	\$332,025	\$198	\$
HHS	361	BAA0100	5060010	\$1,066,470	\$70	\$1,
HHS	2HN	BAA3000	5010003	\$3,270,127	\$77,504	\$3,
HHS	2HN	BAA3000	5010008	\$553,418	\$203,874	\$
HHS	2HN	BAA3000	5020002	\$3,290,466	\$473,360	\$2,
HHS	2HN	BAA3000	5050009	\$34,008	\$384	
HHS	2HN	BAA3000	5060010	\$2,783,560	\$597,079	\$2,
Total Authorized Appropriation				\$30,002,389.00		
Total AOP Amount				\$1,690,209.00		
Total Difference				\$28,312,180.00		

Hint: you can get the same information from the *Funds Center Worksheet* report.

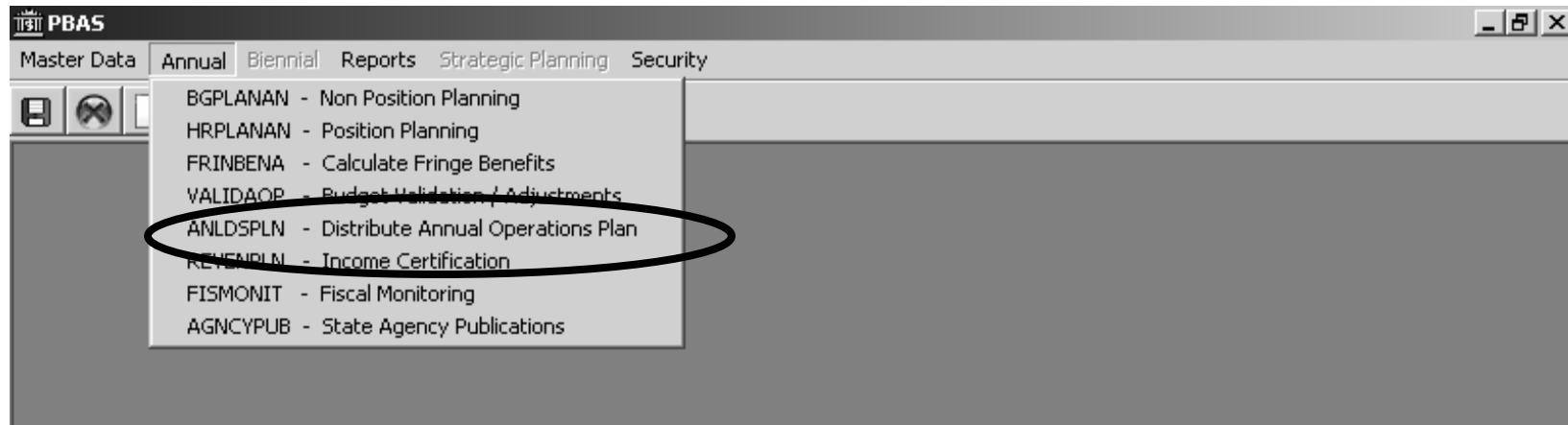
EXERCISE

Select the *VALIDAOP – Budget validation / Adjustments* screen.
Enter your training assigned business area, Version 1A, Fiscal Year 2007.

What is the difference between the *Authorized Appropriation* and the *AOP* amount for commitment item 5010000?

Distribute Annual Plan

- This is the process of distributing the *Annual Operations Plan* by year, quarter or month.



From the *Annual* menu, choose *Distribute Annual Operations Plan* (ANLDSPLN).

PBAS - [ANLDSPLN - Distribute Annual Operations Plan]

Application Master Data Annual Biennial Reports Strategic Planning Security

Distribute Annual Operations Plan

Business Area 0250

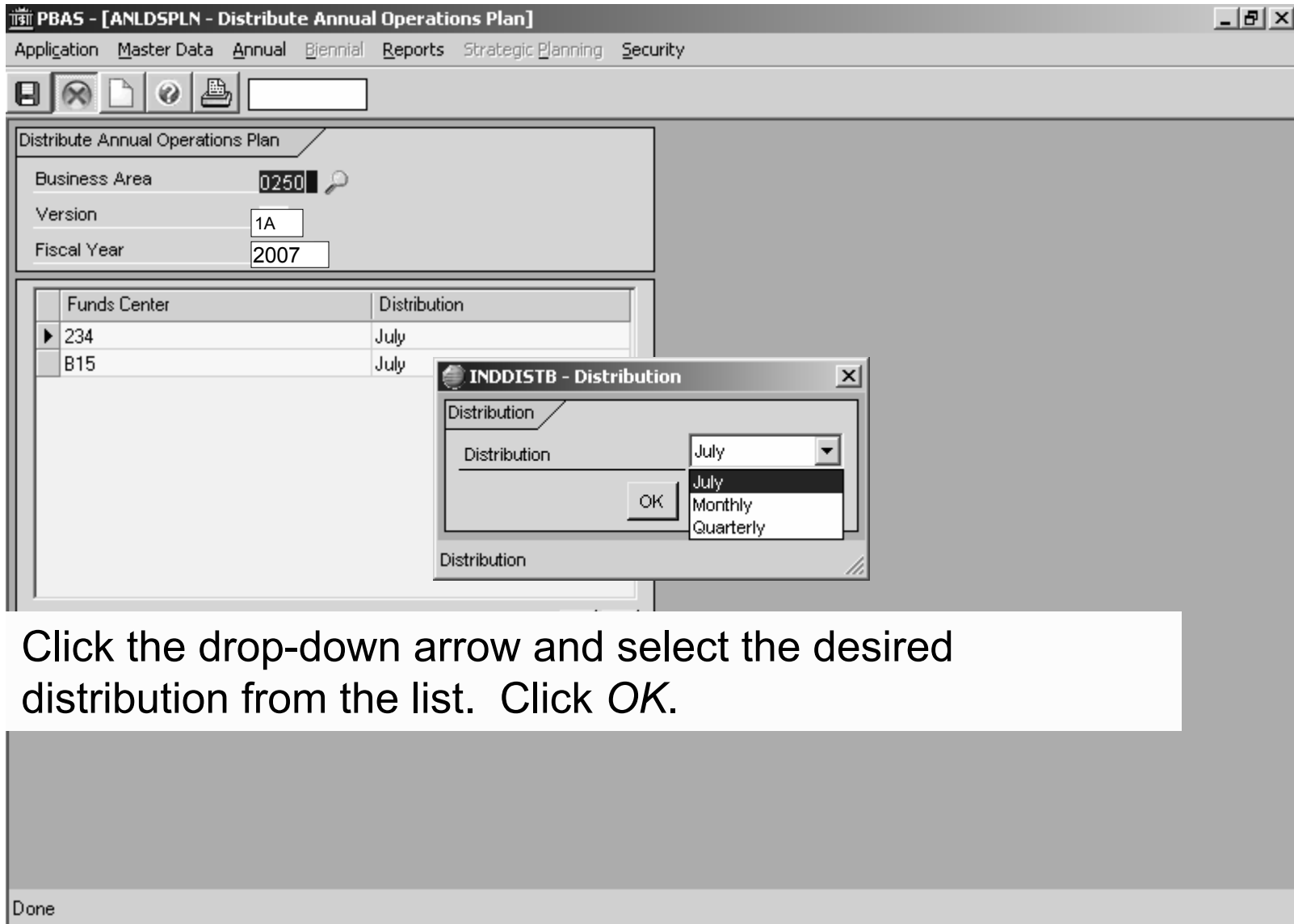
Version 1A

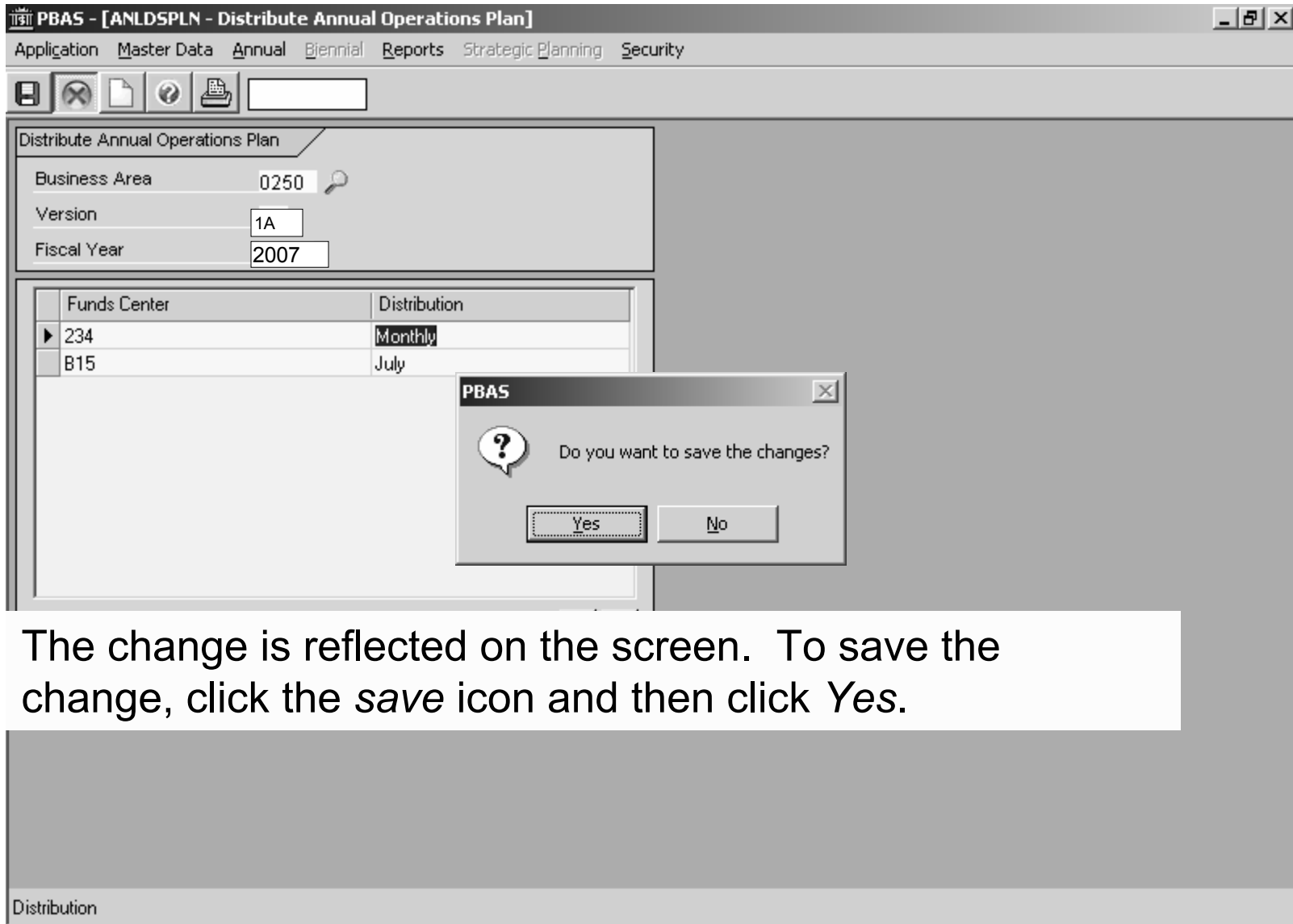
Fiscal Year 2007

Funds Center	Distribution
234	July
B15	July

Done

Enter Business Area, Version 1A, and Fiscal Year 2007. Click the *enter* key. The Funds Center and Distribution displays. Double-click in the distribution box for one of the funds centers.





The change is reflected on the screen. To save the change, click the save icon and then click Yes.

PBAS - [ANLDSPLN - Distribute Annual Operations Plan]

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Business Area 0250
Version 1A
Fiscal Year 2007

Funds Center	Distribution
234	Monthly
B15	July

Record(s) updated successfully

The system returns the message that the records were updated.

Report Viewer [FTCCCW - Funds Center Totals by Cost Center / WBS Element]

MainReport

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SY

Annual Funds Center Total by Cost Center/WBS Element

Fiscal Year **2007**
 Business Area Code **0250**
 Business Area Title **DEPARTMENT OF RURAL SERVICES**
 Funds Center Code **234**
 Funds Center Title **Rural Serv-St Oprs**
 Version **1A**

Cost Center / WBS Element	Commitment Item	Cost Element	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
206201	5010000	5010001000 00 Regular Sala	15,670	15,670	15,670	15,670	15,670	15,670	15,670	15,670
		Sub Total	15,670	15,670	15,670	15,670	15,670	15,670	15,670	15,670
	5010003	5010005000 03 FICA & Medic	1,198			1,198	1,198	1,198	1,198	1,198
		5010006000 03 Reg Ins Exp					1,400	1,400	1,400	1,400
							1,567	1,567	1,567	1,567
							470	470	470	470
							4,635	4,635	4,635	4,635
							186	186	186	186
		5020002000 Telecomm Wired	591	591	591	591	591	591	591	591
		5020003000 Telecomm W/irel	53	53	53	53	53	53	53	53

Reports reflect the new monthly distribution.

Current Page No.: 1 Total Page No.: 4 Zoom Factor: 100%

EXERCISE

Select the *Annual Distribution* (ANLDSPLN) screen. Enter your training assigned business area, Version 1A, Fiscal Year 2007. Change the first funds center to Monthly.

Note the fund center that was changed.

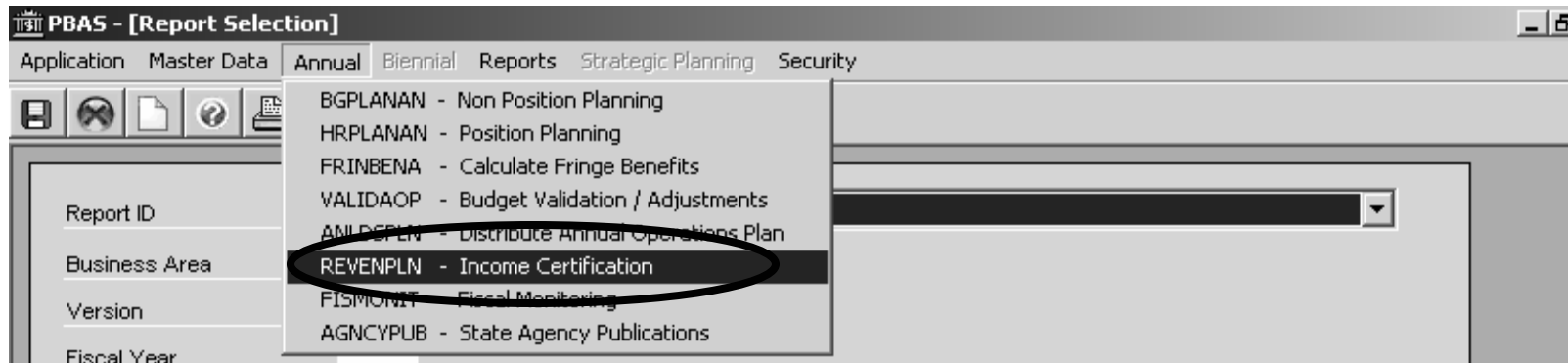
Run the FTCCCW – *Funds Center Totals By Cost Center and WBS Element* for Funds Center the fund center changed above to see the new distribution.

Annual Operating Plan Documents

- Most documents to be included with the agency's *Annual Operating Plan* can now be done on line through PBAS.
- Documents available on line include *Income Certification*, *Fiscal Monitoring*, *Pay Plan Request*, and *State Agency Publications*.
- Other required documents for the *Annual Operating Plan* can be obtained on the DFA – Office of Budget website:

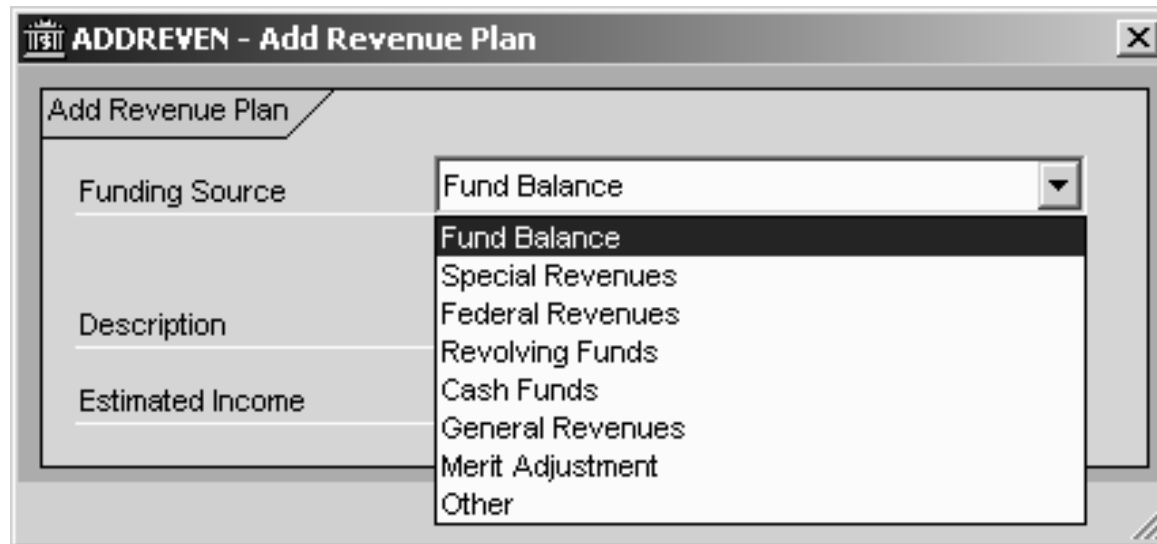
www.arkansas.gov/dfa/budget

REVENPLN—Income Certification



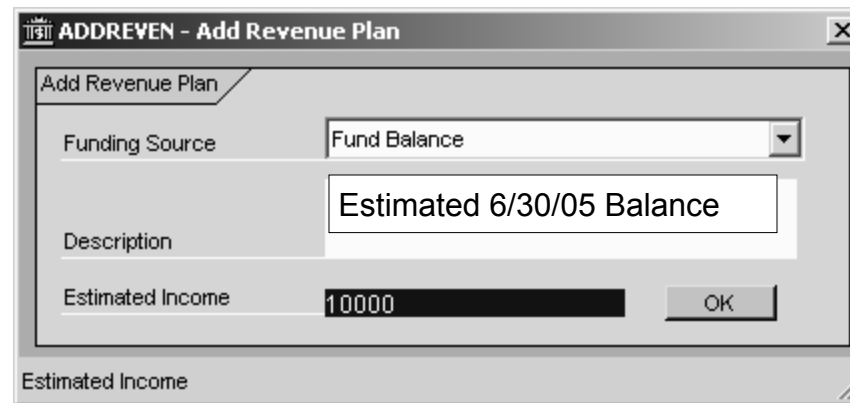
From the PBAS menu, select REVENPLN – *Income Certification*.

Select your Business Area and Division (division is for DHS only). Type in your funds center and Version 1A. Type in Fiscal Year 2007. Click *Add Revenue Plan*.



The screenshot shows a window titled "ADDREVEN - Add Revenue Plan". Inside the window, there is a tab labeled "Add Revenue Plan". Below the tab, there are three input fields: "Funding Source", "Description", and "Estimated Income". The "Funding Source" field has a dropdown menu open, displaying a list of options: "Fund Balance", "Special Revenues", "Federal Revenues", "Revolving Funds", "Cash Funds", "General Revenues", "Merit Adjustment", and "Other". The "Fund Balance" option is currently selected and highlighted.

Select the Funding Source from the drop down. Each funding source except *Other* can be used only once.



The screenshot shows a Windows-style dialog box titled "ADDREVEN - Add Revenue Plan". Inside the dialog, there is a tab labeled "Add Revenue Plan". Below the tab, there are three input fields: "Funding Source" with a dropdown menu showing "Fund Balance", "Description" with a text box containing "Estimated 6/30/05 Balance", and "Estimated Income" with a text box containing "10000". To the right of the "Estimated Income" field is an "OK" button. At the bottom of the dialog, there is a label "Estimated Income".

Type in *Description* and *Estimated Income*. *Description* is required on all funding sources. Click *OK*.

PBAS - [REVENPLN - Income Certification]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: rkunna@PRODUCTION Date: 2/7/2005 2:41:44 PM

Income Certification

Business Area 0995

Division

Version 1A

Fiscal Year 2007

Funds Center 234

Fund SMH7500

Add Revenue Plan

Funding Source	Description	Estimated Income
	Estimated 6/30/05 Balance	10000

Total Funding	10000
Annual Operations Plan	10000
Excess / (Shortage)	0

Business Area lookup

Repeat the process for other types of income. Excess or shortage of income is shown at the bottom of the screen.

When finished, save the report.



PBAS - [Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

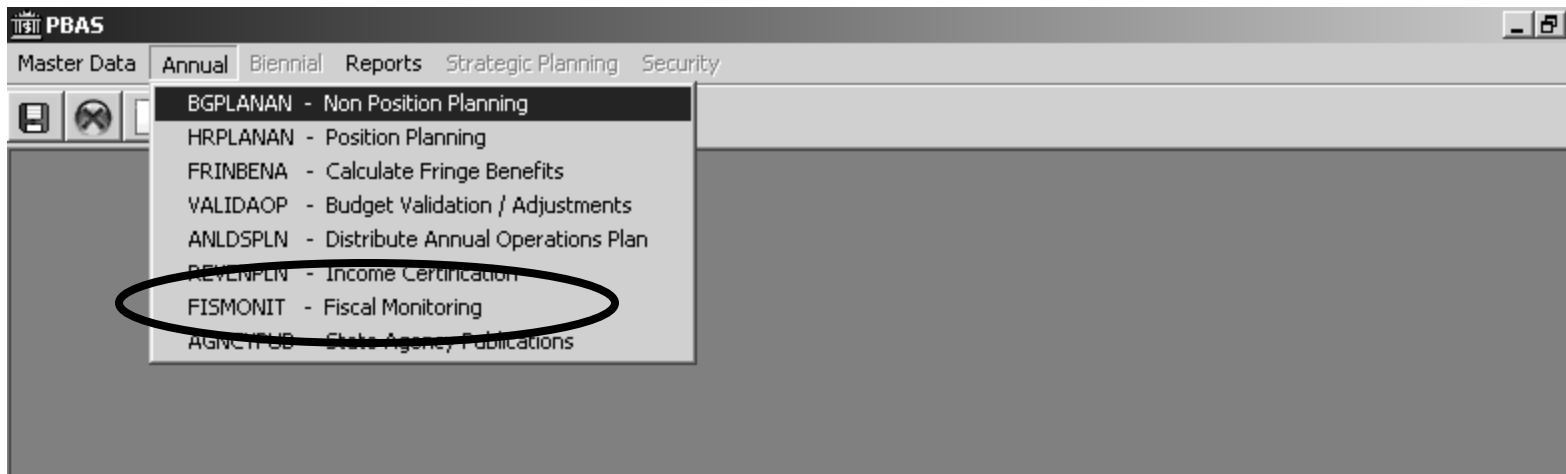
User: csvollman@TRAINING Date: 2/2/2005 1:5

Report ID	Business Area	Version	Fiscal Year	Cost Center	WBS Element	Funds Center	Fund	Commitment Item	Functional Area
----- SELECT REPORT -----									
AGPUBL ----- State Agency Publications									
CISUM ----- Commitment Item Summary									
CSRVRPJ ----- Career Service Projection									
DEFERYR1 ----- Annual Deferment Extract YR1									
EXHLPVAL ----- Extra Help Validation									
FCWK ----- Funds Center Worksheet									
FTCCCW ----- Funds Center Total by Cost Center /WBS Element									
INCOME ----- Certification of Income									
MGRVER ----- Manager's Verification Sheet									
MONITOR ----- Fiscal Monitoring Procedures									
OPMREQVA ----- OPM Position Requests									
POSAUTH ----- Total Positions Authorized									
POSVAL ----- Regular Salaries Validation									

Generate Report

To view your report, select reports from the menu and click *STARTRPT*. Select *INCOME—Certification of Income*. Enter Business Area, Version, and Fiscal Year. Click *Generate Report*.

FISMONIT—Fiscal Monitoring



From the *PBAS* menu, select FISMONIT – *Fiscal Monitoring*.

PBAS - [FISMONIT - Fiscal Monitoring]

Application Master Data Annual Biennial Reports Strategic Planning Security

Fiscal Monitoring

Business Area 0995 DEPT OF EMERGENCY MANAGEMEN

Division

Fiscal Year 2007

In the following sections please describe the procedures that your agency will use to monitor budgeted revenue and expenditures/obligations to insure that appropriate fiscal controls are in place to safeguard against deficit spending:

Revenue Monitoring Procedures:

THE CHIEF FISCAL OFFICER WILL MONITOR INCOME PROJECTIONS ON A WEEKLY BASIS...

Expenditure/Obligations Monitoring Procedures:

WE PROMISE TO MONITOR OUR EXPENDITURES AS OFTEN AS NEEDED.....

Select your Business Area and Division (division is for DHS only). Type 2007 in the *Fiscal year* box. Enter your plan for fiscal monitoring of revenue and expenditures in the designated boxes. Save your entries.

PBAS - [Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 2/2/2005 2:0

Report ID	Report Name
----- SELECT REPORT -----	
----- SELECT REPORT -----	
AGPUBL	State Agency Publications
CISUM	Commitment Item Summary
CSRVRPJ	Career Service Projection
DEFERYR1	Annual Deferment Extract YR1
EXHLPVAL	Extra Help Validation
FCWK	Funds Center Worksheet
FTCCCW	Funds Center Total by Cost Center /WBS Element
INCOME	Certification of Income
MGRVER	Manager's Verification Sheet
MONITOR	Fiscal Monitoring Procedures
OPMREQVA	OPM Position Requests
POSAUTH	Total Positions Authorized
POSVAL	Regular Salaries Validation

Generate Report

To view your report, select reports from the menu and click **MONITOR – Fiscal Monitoring Procedures**. Enter Business Area and Fiscal Year. Click *Generate Report*.

The screenshot shows a software window titled "Report Viewer [MONITOR - Fiscal Monitoring Procedures]". Inside the window, the report content is displayed. At the top, it says "FISCAL MONITORING PROCEDURES" followed by "2007 FISCAL YEAR" where "2007" is in a text box. Below this, there is a section for "Business Area/Code" with the value "DEPT OF EMERGENCY MANAGEMENT/0995". A paragraph of text follows, asking the user to describe their agency's procedures for monitoring budgeted revenue and expenditures. Then, there is a section titled "Revenue Monitoring Procedures:" followed by a line of text "THE CHIEF FISCAL OFFICER WILL MONITOR INCOME PROJECTIONS ON A WEEKLY BASIS..." and several empty lines for additional input. The window has a standard toolbar with icons for navigation and printing, and a "MainReport" tab is visible on the left.

Report Viewer [MONITOR - Fiscal Monitoring Procedures]

MainReport

FISCAL MONITORING PROCEDURES
2007 FISCAL YEAR

Business Area/Code DEPT OF EMERGENCY MANAGEMENT/0995

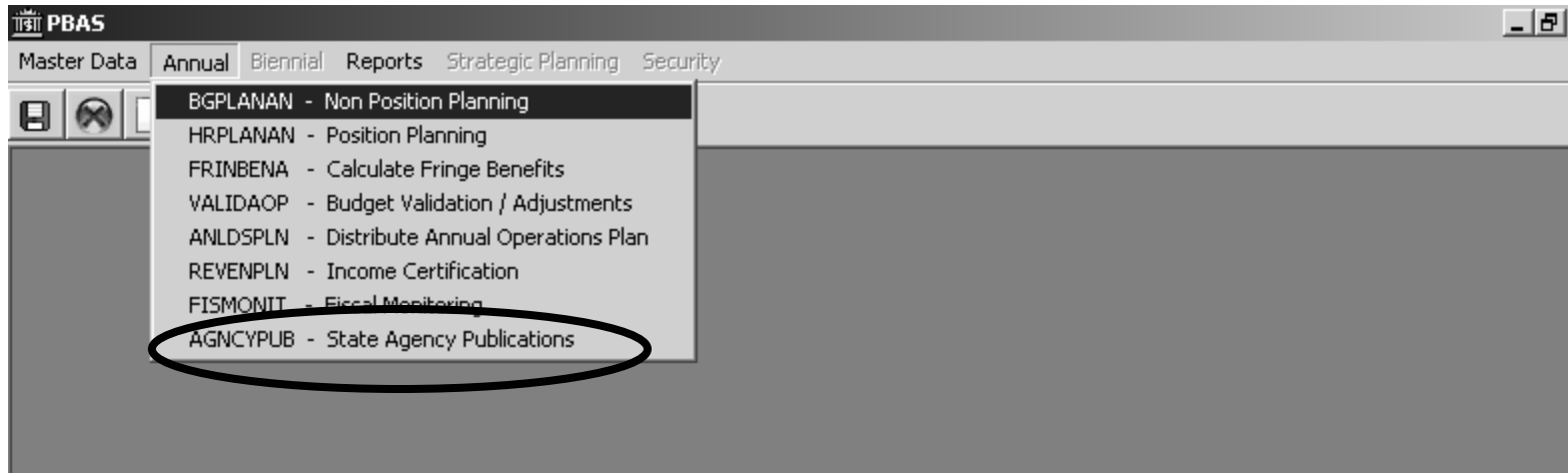
In the following sections please describe the procedures that your agency will use to monitor budgeted revenue and expenditures / obligations to insure that appropriate fiscal controls are in place to safeguard against deficit spending.

Revenue Monitoring Procedures:

THE CHIEF FISCAL OFFICER WILL MONITOR INCOME PROJECTIONS ON A WEEKLY BASIS...

The report displays.

AGNCYPUB—State Agency Publications



From the *PBAS* menu, select AGNCYPUB – *State Agency Publications*.

Select your Business Area and Division (division is for DHS only).
Type 2007 in the Fiscal year box. Enter the required information.
Enter either N or Y to indicate whether it is required by the
governor or the General Assembly.

PBAS - [Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

STARTRPT - Annual Report Selection
BIRPTSLN - Biennial Report Selection
SPRPTSLN - Strategic Planning Report Selection
HRRPTSLN - HR Report Selection
CORPTSLN - Conversion Report Selection

Report ID: ----- SELECT

Business Area:

Version:

Fiscal Year:

Cost Center: To:

WBS Element: To:

Funds Center: To:

Fund: To:

Commitment Item: To:

Functional Area:

Generate Report

Date: 2/2/2005 2:0

To view your document, select Reports from the menu. Choose *STARTPRT*.

PBAS - [Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 2/2/2005 2:0

Report ID	----- SELECT REPORT -----
Business Area	----- SELECT REPORT -----
Version	AGPUBL ----- State Agency Publications
Fiscal Year	CISUM ----- Commitment Item Summary
Cost Center	CSRVRPJ ----- Career Service Projection
WBS Element	DEFERYR1 ----- Annual Deferment Extract YR1
Funds Center	EXHLPVAL ----- Extra Help Validation
Fund	FCWK ----- Funds Center Worksheet
Commitment Item	FTCCCW ----- Funds Center Total by Cost Center /WBS Element
Functional Area	INCOME ----- Certification of Income
	MGRVER ----- Manager's Verification Sheet
	MONITOR ----- Fiscal Monitoring Procedures
	OPMREQVA ----- OPM Position Requests
	POSAUTH ----- Total Positions Authorized
	POSVAL ----- Regular Salaries Validation

Generate Report

Choose *AGPUBL—State Agency Publications*.

PBAS - [Report Selection]

Application Master Data Annual Biennial Reports Strategic Planning Security

User: csvollman@TRAINING Date: 2/2/2005 2:1

Report ID: AGPUBL ----- State Agency Publications

Business Area: Division:

Version:

Fiscal Year:

Cost Center: To:

WBS Element: To:

Funds Center: To:

Fund: To:

Commitment Item: To:

Functional Area:

Generate Report

Enter the Business Area and Fiscal Year and Division if DHS.
Click *Generate Report*.

Report Viewer [AGNCPUBL - State Agency Publications]

MainReport

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM
STATE AGENCY PUBLICATIONS
 FiscalYear -
 Required by A.C.A 25-1-204

AGENCY 0995 DEPT OF EMERGENCY MANAGEMENT

Name of Publication	Statutory Authorization	Required for		# of Copies Published	Reason(s) for
		Governor	General Assembly		
Arkansas Education Plan	Act 2222 of 2003	No	Yes	5,000	Distributed to c

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

The report displays.

EXERCISE

Fill out the agency publications screen for your training assigned business area. Make up a report and act name and have it be required by the governor. Enter 4000 for the number of copies. Save your data.

EXERCISE

Use the *State Agency Publications Report* to view the information you just entered.